

GUIDELINES FOR ONLINE EXAM (GOOGLE MEET):-

DEAR PARENTS,

As we all know that the Annual Examination is the biggest event of any academic year so, the school is making all necessary arrangements for OFFLINE examination keeping safety and security of the students in the consideration. Still, as per parents request we are organising both Online and Offline examination . In order to maintain the authenticity and genuineness of the event we expect that all should abide by the following rules, if you choose ONLINE option and don't want your child to come to the school to give the examination.

- i) Parents must ensure that Anyone of the parents must sit with the child in front of the camera during the online examination.
- ii) **AUDIO / VIDEO** must be **ON** during examination.
- iii) Parents must ensure that the external disturbance should be minimum.
- iv) Students must ensure to enter the google meet 15 minutes before the starting of examination.
- v) After completion of the examination students must make the pdf of the answer sheets in front of the teacher and send immediately to the subject teacher.
- vi) Pdf will be kept as a reference only and parents must ensure to send hardcopy of the answer sheets on the very same day of examination for the checking.
- vii) Students must write following details on top of the answer sheets :-

Annual Examination 2020-21

Name:-

Class:- Sec:-

Roll no.:-

Date:-

Subject:-

No. of sheets attached:-

- viii) Every sheet should contain name of the child, roll number, sheet number.
- ix) Students must keep their all examination related objects such as pen, pencil, eraser, sharpener, scale etc. handy.
- x) The google meet **will automatically block** the entry of the students at **8: 50 am**, therefore the children who leave the meeting after 8:50 am , will be marked 'exited' in the attendance and the parents will be advised to immediately consult the school regarding this.
- xi) Once a child exits the examination hall, **will not be allowed** afterwards to **re-enter** the examination hall to maintain the sanctity and authenticity of the examination.

TIMINGS FOR EXAMINATION :-

- i) Entry Time :- 8: 45 a.m. to 8:50 am
- ii) Exam Time:- 9:00am. To 12:00 Noon
- iii) Pdf submission Time :- 12 :00 pm to 12:15 pm .